

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
March 8, 2010

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from March 3, 2010
 - c. DHSTPWG Meeting Minutes from February 22, 2010
 - d. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation Summary
 - e. FY 2010 Homeland Security Grant Program Project Requests Sheet
2. February 22, 2010 minutes were reviewed and approved. (**Motion: Van Goeries; Second: Roberts – Passed Unanimously**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – No report. (**OPEN**)
 - 2) Interoperable Emergency Communications Grant Update (Tony Lee) – No report. (**OPEN**)
 - b. **Subcommittee Reports**
 - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
 - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
 - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
 - 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met March 3 and approved a training request from DTI for \$1,500 for disaster recovery training and a request to change the format of previously approved code development training. The subcommittee discussed the Maritime security issues which had been discussed at the February DHSTPWG meeting. (**OPEN**)
 - 5) NIMS Subcommittee (Jim Cubbage, Chairman) –The next meeting will be March 9, 2010 at 2 p.m. in the DEMA Planning Room. (**OPEN**)
 - 6) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Bryant Baker reported that he started regular project meetings with GeoDecisions, there is a clear agenda of tasks, and the project is progressing well. He is still trying to arrange project meetings with Advantech. (**OPEN**)

- c. **Equipment Procurement Process (Tony Lee)** – No report.

4. New Business

- a. **Funding Reallocation**

FY07, SHSP, Investment 8- The Investment Eight Project Team is requested the reallocation of \$71,201.82. Public Health (PH) is requested funds be used to establish a new budget line for four (4) medical trailers and provide additional funding to complete the purchase of the mass prophylaxis project. The requested equipment and supplies are allowable per the Authorized Equipment List. The reallocation is supported by the Investment Project Team. The funding is coming from medical surge/hospital activities. A motion to approve was presented subject to Clearinghouse Approval. (**Motion: Cubbage; Second: Van Goeries – Passed Unanimously**) (**CLOSED**)

- b. **State Preparedness Report (SPR)/National Preparedness Review (NPR)** – The SPR is due May 17th. DEMA has established a process for completion. DEMA will send a survey in early April to gather a baseline and will use that info along with meetings and interviews to fully develop the SPR. The National Preparedness Review, which was originally due during the snow storm but received an extension, was submitted February 26, 2010. (**OPEN**)
- c. **February Snow Storm** – Director Turner discussed snow cost reimbursement, thresholds, and processes. (**CLOSED**)
- d. **FY2010 Homeland Security Grant Program Funding** – (Tony Lee): Tony Lee noted that Delaware's target allocation is \$6,613,200.00 and that \$1,845,727.00 of the overall target is allocated to Law Enforcement Activities, representing 25 percent. The balance after Law Enforcement is extracted is \$4,436,813.00. The total request by disciplines for project development is \$12,555,717.00. The disciplines were tasked to report to today's meeting with reductions and/or prioritizations of projects. After deliberation, the Working Group decided to maintain the selection process of the previous grant year of funding sustainment projects. The group worked on and approved a funding solution of sustainment projects. (**Motion: George Giles; Second: Dallas Wingate – Passed Unanimously**) (**CLOSED**)
- e. The approved funding solution was \$49,380.00 under budget. A motion was made to allow DEMA to incorporate the \$49,380.00 within the State Planning Project until appropriate project(s) selection. (**Motion: Mayor Carleton Carey; Second: Mark Davis – Passed Unanimously**) (**OPEN**)

- f. Discussion on the selection process led to the suggestion to create a list of unfunded projects from the projects not selected and priority the listing for incorporation in funding from funding realized from project cost savings and cancelations. DEMA will send out the lists to Discipline Leads. Robert Newnam suggested the defining of new & sustainment projects and the creation of ground rules for future grant years to avoid confusion in determining a funding solution. DEMA's Terrorism Preparedness Section will develop a project review briefing of all open grants as part of the June 2010 Biannual Strategy Implementation Report (BSIR). Additionally, the information obtained through the State Preparedness Report and update of the Homeland Security Strategy will provide goals and objectives to assist with project development in the future. **(OPEN)**

5. Open to Floor

- 1) Director Turner announced Bob Pflaumer is the new DEMA Training Administrator and Mayor Carey is replacing Mayor Mooney as the GA Discipline Lead. **(CLOSED)**

6. The meeting adjourned at 2:45 p.m.

7. **Next Meeting—April 12, 2010, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group

Meeting Attendance Roster

March 8, 2010

NAME	AGENCY
Voting Members	
Director Jamie Turner	Chairman
Dallas Wingate	DE National Guard
Mayor Carleton Carey, Sr.	Delaware League of Local Governments
Jim Cabbage	DE Volunteer Firefighter's Association
Joe Papili	Delaware State Police
Bill Topping	Police Chiefs Council Representative
Bruce Van Goeries	Council on Police Training
Robert Newnam	DE Fire School
Absent	NCC Emergency Management
Colin Faulkner	KC Emergency Management
George Giles	Wilmington Emergency Management
Absent	SC Emergency Management
Scott Koenig	Public Works
Suzanne Raab-Long	DE Healthcare Association
Tim O'Hea	DHSS, Division of Public Health
Ellen Mallenfant	DNREC
Dave Roberts	Public Safety Communications
Tim Cooper	Emergency Medical Services
Lisa Wragg	Cyber Security/Information Technology
Mark Davis	Department of Agriculture
Marny McLee	Citizens Corps
Working Group Members & Guests	
Bob Briggs	Department of Safety and Homeland Security
Grayson Clark	US Attorney's Office
Daniel McKeown	Dover PD
Mike Chionchio	Office of State Fire Marshal
Allen Metheny	Delaware Volunteer Firefighter's Association
James Wright	Delaware Courts
Joe Wessels	Delaware League of Local Governments
Danielle Hodgeman	Division of Public Health
Dwayne Day	DE Dept of Transportation
Joe Leonetti	DE Volunteer Firefighter's Association
Kurt Reuther	DE State Police
Dave Mick	KC Emergency Management
Bryant Baker	Dept of Technology & Information
Darryl Dawson	DSCYF
Larry Kibler	Civil Air Patrol
William Powell	KC Public Works
Reinhold Betschel	KC Public Works
Delaware Emergency Management Agency Staff	
Glenn Gillespie	Deputy Director
Tony Lee	Planning Supervisor
Bob Pflaumer	Training Supervisor
Jennifer Dittman	Planner
Will Hayes	Planner

Courtney Emerson	Planner
Tom Nesbella	Planner
Tom Yeasted	Technical Assistance Coordinator
Anne McCann	Technical Assistance Coordinator